

City of Gloucester

City Council

CITY HALL • GLOUCESTER • MASSACHUSETTS • 01930
Telephone 508-281-9722 Fax 508-281-8472

CITY COUNCIL
AND
CITY COUNCIL STANDING COMMITTEE
Ordinances & Administration
Monday, May 11, 2009 – 7:00 PM
Kyrouz Auditorium, City Hall

1. DPW Audit Update.
2. Appointments:
 - a. Catherine “Cate” Banks, Waterways Board (TTE 2/14/12)
 - b. Robert Hastings, Downtown Development Comm (TTE 2/14/12)
 - c. Ronn Garry, Tourism Commission (TTE 2/14/12)
3. Order 2009-008 (Ciolino/Curcuro) Vehicles be banned from driving and parking on Parisi Baseball Diamond and Stage Fort Park during all scheduled events.
4. Order 09-023 (Tobey) Review Main Street Bus Parking Zone.
5. Communication from Sander Schultz, EMS Coordinator re: Ambulance Policies.
6. Order 09-016 (Tobey) O&A and Comm. for Arts create ordinance re: Poet Laureates and City Arts.
7. Fee Compendium
8. Discussion on a possible subpoena for the NEMLEC reports.
9. City Clerk’s job description.

COMMITTEE

Councilor John “Gus” Foote, Chair
Councilor Sefatia A. Romeo, Vice Chair
Councilor Bruce Tobey

Agenda items may be taken out of order.

C: Mayor
Jim Duggan
Catherine Banks
Robert Hastings
Ronn Garry
Judith Hoglander
Mike Hale
Mary Ellen Borge
Sander Schultz
Suzanne Egan

Catherine "Cate" Banks
8 Pilot's Hill Gloucester, Ma 01930
Cell# 978-317-6148 e-mail: yankeeshore@yahoo.com

RECEIVED

APR 13 2009

13 April, 2009

Mayor's Office

The Honorable Carolyn Kirk
Mayor of Gloucester
City Hall 9 Dale Avenue
Gloucester, MA 01930

Dear Mayor Kirk,

My passion for the success of the Waterways Board and civilian Harbormaster began when my husband and I sailed back into Gloucester Harbor in 1992 after a year of sailing around the Atlantic Ocean. We had a fresh perspective on the port's wondrous, natural beauty and a better understanding of why Champlain named it Le Beau Port.

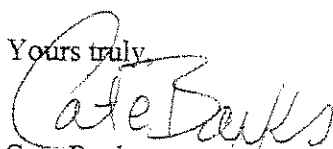
At the time of my return Chapter 10 of the Code of Ordinances was being hotly debated. I couldn't help but to throw myself into that debate. And when I was asked to serve on the newly created Waterways Board I felt compelled to lend a hand to get things going in spite of my plans to sail off toward a new horizon again.

As is my nature, I worked tirelessly to help get the fledgling board and new Harbormaster's office up and running. And I am pleased that so much has been accomplished in the many years when I was away sailing.

There is much yet to be done. Things that I worked on await completion and new ideas need to be explored. It is for this reason that I offer to be considered for one of the vacant seats that now exists on the Waterways Board.

I assure you that I will work hard.

Yours truly,


Cate Banks

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 15, 2009

Ms. Cate Banks
8 Pilots Hill
Gloucester, MA 01930

Dear Cate:

Thank you for your interest in serving on the Waterways Board. I have issued you a 90-day temporary appointment to serve on this board which will enable you to attend and vote at meetings. Our records indicate that you have already been sworn in at the City Clerk's office.

Your letter of interest will be forwarded to the City Council for their April 21, 2009 meeting. Your appointment will be referred out to the Ordinance and Administration subcommittee, and you will receive a notice from the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Again, thank you for agreeing to serve on the Waterways Board. I truly appreciate the hard work and dedication you and your colleagues on the Board offer on behalf of the City of Gloucester.

Sincerely,

Carolyn A. Kirk
Mayor

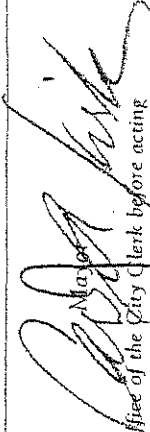
cc: Peter Bent, Chair-Waterways Board
James Caulkett, Harbormaster
CAK/c

Effective ~~4/13~~ 4/13/2009

The City of Gloucester, Massachusetts
Dear Cate Banks, 8 Pilots Hill, Gloucester

It is my pleasure to inform you that I have this day appointed you
to the Waterways Board of the City of
Gloucester, Massachusetts 90 day temporary appointment.
After Council approval, term to expire
2/14/2012.

Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

Chapter 10 WATERWAYS ADMINISTRATION*

*Editor's note--Ord. No. 17-1993, adopted Dec. 14, 1993, amended former Ch. 10, Arts. I--III, relative to the harbor and related waters, in its entirety to read as herein set out. The substantive provisions of former Ch. 10 derived from Code 1970, Sections 4-3, 101/2-17--101/2-25, 101/2-27, 101/2-29, 12-8, 12-18--12-21, 16-14, 16-16; and ordinances of Dec. 6, 1977; Jan. 10, 1978; Nov. 4, 1979; Feb. 3, 1983; Oct. 28, 1986; Aug. 4, 1987; Dec. 22, 1987; July 19, 1988; and April 4, 1989.

Cross reference(s)--Marshlands, Ch. 12; shellfish, seaworms and eels, Ch. 20.

State law reference(s)--Waterways, M.G.L.A. c. 91; provisions relating to Gloucester harbor, M.G.L.A. c. 102, §§ 3, 4; harbors and harbormasters, M.G.L.A. c. 102, § 17 et seq.

ARTICLE I. MANAGEMENT**Sec. 10-1. Waterways board.**

The purposes of the waterways board is to provide a broad-based citizen management organization that guides the use and development of Gloucester's waterways and public waterfront facilities. The waterways board shall be the city body which establishes policies and regulations for Gloucester's waterways. It is intended that the board adopt clear, concise and fair policies and regulations that promote improved access to the water for all citizens, including commercial fishermen, business owners and recreational boaters. In cooperation with the harbormaster and other city staff, the board is intended to ensure that our waterways are well planned and maintained, utilized to the maximum extent possible, safe, and reflect positively upon the City of Gloucester.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-2. Composition and term.

(a) *Composition.* The Gloucester Waterways Board shall consist of seven (7) citizens of Gloucester, appointed by the mayor and confirmed by the city council. The appointees shall include three (3) persons who are directly involved with the fishing industry, two (2) persons who are recreational boaters, and two (2) persons, at large, who need not be involved with any marine-related activity. The board shall observe Robert's Rules of Order, shall annually select a chairman from its membership and establish its rules of procedure. The board shall have non-voting advisory members, as set forth in section 10-4 herein.

(b) *Term.* The term of all members shall be three (3) years except that the initial terms shall be staggered so that the terms of no more than three (3) members shall terminate in any one year. If a member resigns or is removed for any reason before his or her term expires, the mayor shall appoint a replacement within one (1) month of the vacancy. Said appointment must be confirmed by the city council. Members of the waterways board and its standing committees shall be volunteers who are not compensated.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-3. Authority and responsibilities.

The Gloucester Waterways Board is hereby empowered, and authorized to:

(a) Promote implementation of the City of Gloucester Harbor Plan, dated 1992, and, in cooperation with the appropriate city bodies, amend said plan from time-to-time as

circumstances warrant;

- (b) Establish policies, rules and regulations for the use of Gloucester's waterways and waterfront facilities, including but not limited to, mooring areas, public launch ramps, public landings, and public marinas;
- (c) Recommend to the city council fee schedules for moorings, launch ramps, slips at public marinas, and other waterfront public facilities and a schedule of fines for violation of waterways rules and regulations;
- (d) Oversee the operation and maintenance of all public launch ramps and related facilities, the public Lobster Marina at St. Peter's Square, and all other public marinas, landings, floats or access ramps;
- (e) Review and oversee the work programs, budget, staffing, training, effectiveness, management techniques and policies of the harbormaster's office and related city staff;
- (f) Work cooperatively with the harbormaster's office and related city staff on harbor management issues, enforcement of waterways rules and regulations and waterways development projects;
- (g) Review all waterfront development projects or zoning changes and report its findings and recommendations to the mayor, city council or other relevant board. The waterways board may required drawings, plans or other supporting documentation from project proponents for its review;
- (h) Act as the policy liaison between the City of Gloucester and the Army Corps of Engineers, U.S. Coast Guard, the State Department of Environmental Protection, the Massachusetts Office of Coastal Zone Management and other government agencies concerned with waterways;
- (i) Work with the harbormaster's office and related city staff to plan, design and undertake new projects such as dredging, mooring fields and access facilities;
- (j) Plan and encourage the development of signage and facilities for transient boaters and promote Gloucester as a well-equipped and hospitable port-of-call;
- (k) Work cooperatively with the harbormaster's office, police and fire departments, environmental police and other public safety agencies to ensure that Gloucester's waterways policies, rules and regulations and operating practices will protect the rights and property of waterways users and waterfront land owners, while maximizing public safety;
- (l) Delegate any of its responsibilities to a standing committee, the harbormaster or other staff person assigned by the mayor;
- (m) Investigate new sources of revenue for waterways management and development.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-4. Standing committees.

- (a) *Designation.* There shall be three (3) advisory standing committees of the waterways board, appointed by the chairman; a waterways safety committee; a public facilities committee; and an operations and finance committee. The committees shall review, research, investigate and make recommendations on matters referred to them by majority vote of the full board. The committees shall send their reports and recommendations only to the full board which shall review them and take appropriate action. The harbormaster shall be an ex-officio member of each committee. Every member of the board except the chairman shall be on at least one

standing committee, and each committee shall elect its own chairman.

(b) *Waterways safety committee.* This committee may be referred any matter dealing with: enforcement of boating laws and regulations; other law enforcement activities including the need and nature of police patrols during various times of the year and during special waterfront events; fire prevention and suppression needs; hazardous materials, emergency medical services; hazards to navigation; rules and regulations regarding use of the city's waterways; city ordinances dealing with the waterways or waterfront; and any other matter deemed appropriate by the board. This committee shall consist of: two (2) members of the board; the police and fire chiefs or their designees; and a representative of Coast Guard Station--Gloucester.

(c) *Public facilities committee.* This committee may be referred any matter dealing with moorings; public launch ramps, including Dun Fudgin; public landings; public marinas, including the Lobster Marina at St. Peter's Square; signage; public access, including but not limited to, walkways to the water, access ramps and floats and dinghy floats, sewage pump-out facilities, waste oil recycling facilities; harbor master floats and offices; and any other matter deemed appropriate by the board. This committee shall consist of: two (2) members of the board; an advocate of public landings appointed by the mayor; the director of public works, or his designee; and a member of the tourist commission.

(d) *Operations and finance committee.* This committee may be referred any matter dealing with harbor planning, design, engineering or construction; budgets; intergovernmental relations; the harbor master's office, including but not limited to, staffing, training, vessels and equipment, work and education programs; fees and fines; and any other matter deemed appropriate by the board. This committee shall consist of: two (2) members of the board; a member of the fisheries commission and a member of the city council.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-5. Relationship to the harbor master and city staff.

(a) The waterways board shall work cooperatively with the harbor master and other assigned city staff to implement the City of Gloucester Harbor Plan, as amended, and pursue the policies and goals of the board. In addition, the harbor master and the board shall work together closely to ensure that the harbor master's office is efficient, effective, and fair to all waterway users through review of work programs, plans operating procedures and budgets.

(b) The waterways board shall work cooperatively with the harbor master and other assigned city staff including police officers, such that the following duties are performed by the designated official or employee.

(1) *Harbor master:*

- a. Operate, maintain, manage equipment and vessels assigned (harbor master boat).
- b. Assign and oversee moorings.
- c. Coordinate with and report to waterways board--Meetings, staff, grants, etc.
- d. Operate and manage public launch ramps, landings, marinas and other public waterways facilities around the city.
- e. Gather information and make recommendations relative to the harbor--Commissioner's line, Chapter 91, permits, CZM regulations and other waterways issues.
- f. Promote Gloucester as a hospitable port of call--Provide information to visitors, provide water transport as directed by the mayor.

- g. Manage and maintain a harbormaster's office.
- h. Report to the mayor on administrative matters; report to board on policy matters.

(2) *Police department:*

- a. Enforce all Massachusetts Commonwealth laws while patrolling the city waterways.
- b. Operate, maintain and manage equipment and vessels assigned (police boat/fire boat).
- c. Investigate, prosecute criminal activity on waterways and waterfront in cooperation with other members of the Gloucester Police Department and other law enforcement agencies, USCG, etc.
- d. Make arrests on water.
- e. Report to the chief of police.
- f. Assist the fire department, US Coast Guard with fire prevention and suppression, law enforcement, hazardous materials investigations and emergency medical services.
- g. Check on lobster violations under the city ordinance and State Laws. Enforce MGL Chapter 130, Sections 31, 17, 18, 18a, 39, 41, 41a, 43, 44—Marine fisheries laws: Destruction of weir-fish trap; lobster and crab licenses; markings on buoys—exhibition of license; display of license numbers and buoy colors; hours of tending traps; taking of female lobsters with eggs; possession of short lobsters.
- h. Check properties on islands not accessible from land.

(3) *Joint duties:*

- a. Enforce waterways laws, ordinances and rules and regulations (MGL Chapter 40, Section 21D (Fines and Ticketing) and Gloucester Code section 1-15 and MGL Chapter 90B, Sections 1-19 (Motorboats and other vessels) and other enforcement per MGL Chapter 102, Sections 17-28 (Shipping and Seaman, Harbor and Harbormasters).

Police: Plus all other applicable city and state laws.

- b. Patrol city waterways.

Police: Enforce all Massachusetts laws.

- c. Respond to emergencies within scope, training and resources.
- d. Operate, maintain and manage equipment and vessels assigned (police boat/fire boat—police; harbormaster boat—harbormaster).
- e. Coordinate with other agencies and assist within scope, training and resources.
- f. Observe water quality, assist appropriate agencies.
- g. Assist in keeping navigation channels clear, keep harbor free of debris.

Harbormaster: Primary responsibility.

- h. Patrol major events to promote and protect public safety—Fiesta, 4th of

July, Schooner Races, etc.

Police: Other occasions as directed by chief of police.

i. Issue citations on water.

j. Enforce the BWI, make arrests and bring complaints to court.

(Ord. No. 17-1993, 12-14-93; Ord. No. 21-1995, § 1, 3-7-95)

Cross reference(s)--Police duties and joint duties concerning harbor management, § 17-1.

Secs. 10-6--10-19. Reserved.

ARTICLE II. ENFORCEMENT

Sec. 10-20. Harbormaster appointment, qualifications and authority.

((a) *Appointment.* In accordance with M.G.L.A. c. 102, § 19, the harbormaster shall be appointed annually by the mayor after joint interviews and consultation with the waterways board, and confirmed by the city council. Ord. 02-50 Deleted 11/12/2002) The mayor shall fix the compensation of the harbormaster after an annual performance review conducted by the board and the mayor or his designee. The harbormaster shall report to the mayor on administrative matters and to the waterways board on policy matters.

(a) *Appointment.* In accordance with M.G.L.A. c. 102, § 19, the harbormaster shall be appointed for a term of three (3) years by the mayor after joint interviews and consultation with the waterways board, and confirmed by the city council. (Ord. 02-50, 11/12/2002) The mayor shall fix the compensation of the harbormaster after an annual performance review conducted by the board and the mayor or his designee. The harbormaster shall report to the mayor on administrative matters and to the waterways board on policy matters.

(b) *Qualifications.* The harbormaster shall possess the following skills, knowledge or experience: small boat handling in heavy weather; navigation; rules of the road; waterways laws, rules and regulations and their enforcement; budget preparation; and staff management. Desirable skills or knowledge include water safety and life-saving; marine fire prevention and suppression; emergency medical care at the EMT level; waterfront construction techniques; the waterways permitting process; waterfront facilities management; water pollution control techniques and grant writing.

(c) *Authority.* The harbormaster shall have all authority set forth in: the Massachusetts General Laws, including but not limited to Chapters 102, 90B and 91; the Code of Massachusetts Regulations; applicable federal laws and regulations; and the City of Gloucester Code of Ordinances.

(Ord. No. 17-1993, 12-14-93)

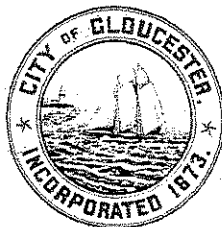
Sec. 10-21. Fines.

The harbormaster and assistant harbormasters shall have the authority to enforce any section of this chapter by way of the ticketing procedures set forth in Massachusetts General Laws, c. 40, § 21D and Gloucester Code of Ordinances, Section 1-15. Each day of violation shall constitute a separate offense.

(Ord. No. 17-1993, 12-14-93)

Sec. 10-22. Responsibilities.

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 28, 2009

Mr. Robert Hastings
196 Main Street, Unit 3
Gloucester, MA 01930

Dear Bob:

Thank you for your interest in serving on the **Downtown Development Commission**. I have issued you a 90-day temporary appointment to serve on this committee which will enable you to attend and vote at meetings. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

Your letter of interest will be forwarded to the City Council for their meeting of May 5, 2009. Your appointment will be referred out to the Ordinance and Administration subcommittee, and you will receive a notice from the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Thank you again.

Sincerely,

Carolyn A. Kirk
Mayor

cc: John Orlando, Chair, Downtown Development Commission
Enclosure
CAK/c

EFFECTIVE 4/28/09

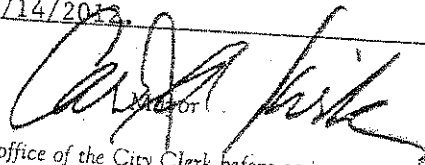
The City of Gloucester, Massachusetts

Dear Robert Hastings, 196 Main Street, Gloucester, MA 01930
It is my pleasure to inform you that I have this day appointed you

to the Downtown Development Commission of the City of
Gloucester, Massachusetts

This is a 90 day temporary appointment. After City Council
approval, term to expire 2/14/2012.

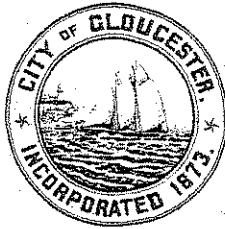
Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in _____ By: _____

City Hall
Nine Dale Avenue
Gloucester, MA 01930



TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

April 28, 2009

Mr. Ronn Garry
209 Atlantic Road
Gloucester, MA 01930

Dear Ronn:

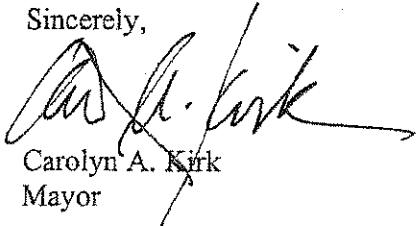
Thank you for your interest in serving on the **Tourism Commission**. I have issued you a 90-day temporary appointment to serve on this committee which will enable you to attend and vote at meetings. Please report to the City Clerk's office to pick up your appointment card (copy enclosed) and be sworn in at your earliest convenience.

Your letter of interest was forwarded to the City Council for their meeting of May 5, 2009. Your appointment will be referred out to the Ordinance and Administration subcommittee, and you will receive a notice from the Clerk of Committees as to the date on which the O&A Committee will review your appointment.

Should you have any questions or if you require any additional information, please do not hesitate to contact my office.

Thank you again.

Sincerely,



Carolyn A. Kirk
Mayor

cc: Laura Dow, Chair-Tourism Commission
Enclosure
CAK/c

EFFECTIVE APRIL 28, 2009

The City of Gloucester, Massachusetts

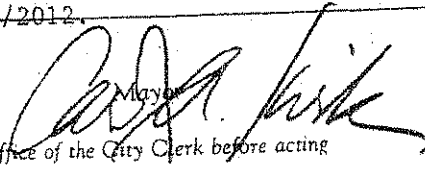
Dear Ronn Garry, 209 Atlantic Road, Gloucester, MA 01930

It is my pleasure to inform you that I have this day appointed you
to the Tourism Commission _____ of the City of

Gloucester, Massachusetts _____

This is a 90-day temporary appointment. After City Council
approval, term to expire 2/14/2012.

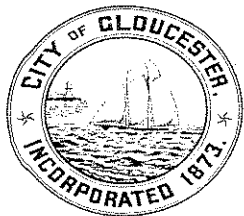
Respectfully,


Mayor

N.B. You are required to be sworn in at the office of the City Clerk before acting
under this appointment.

Sworn in 4-28-09

By: Robt D Whymett.
CITY CLERK *ey*



CITY OF GLOUCESTER 2009
CITY COUNCIL ORDER

5/27

ORDER: #CC2009-08
COUNCILLOR: Joe Ciolino/Steve Curcuru

DATE RECEIVED BY COUNCIL: 02/24/09
REFERRED TO: O&A
FOR COUNCIL VOTE:

Ordered that all motor vehicles, including trailers, be banned from driving and parking on the Parisi Baseball Diamond and outfields at Stage Fort Park during all scheduled events.

Councilor Joe Ciolino
Councilor Steve Curcuru

Note: The field was regraded and seeded last fall at a considerable expense. Thanks.



CITY OF GLOUCESTER 2009 CITY COUNCIL ORDER

ORDER: #CC2009-023
COUNCILLOR: Bruce Tobey

DATE RECEIVED BY COUNCIL: 04/28/2009
REFERRED TO: O&A
FOR COUNCIL VOTE:

ORDERED that the O&A Committee review a recently enacted movement of the Main Street Bus Parking Zone as requested in the petitions attached hereto and make appropriate recommendations to the full Council.

Councillor Bruce Tobey

Dear City Council:

09 Apr 89 11:04
stretch of Main

[illegible]

April 19, 2009

CITY CLERK
GLOUCESTER, MA

Dear City Council:

09 APR 23 AM 11:04

We, the undersigned patrons of the businesses on the stretch of Main Street impeded by the relocation of the bus stop for the downtown, request that it be moved up Main Street toward Pleasant Street. This relocation will diminish our patronage of the businesses due to its impairing our ability to visit them.

<u>Signature</u>	<u>Businesses Visited</u>
<i>Michael Decker</i>	<i>Lone Gull</i>
<i>Kuster Sepm</i>	<i>Lone Gull</i>
<i>Mary Lou Ward</i>	<i>Lone Gull</i>
<i>Vincent</i>	<i>Lone Gull</i>
<i>Leo Tharaman</i>	<i>Lone Gull!</i>
<i>Chris Walker</i>	<i>Lone Gull</i>
<i>Kristal Amick</i>	<i>Lone Gull</i>
<i>Matt Acks</i>	<i>Lone Gull</i>
<i>Severell S. Hayes</i>	<i>Lone Gull</i>
<i>Rat Ely</i>	<i>Lone Gull</i>
<i>Martha Langlois</i>	<i>Lone Gull</i>
<i>Frank Buckner</i>	<i>Lone Gull</i>
<i>Theresa Parsons</i>	<i>Lone Gull</i>
<i>Carolyn Stewart</i>	<i>Lone Gull</i>
<i>Catherine</i>	<i>Lone Gull</i>
<i>David Archibald</i>	<i>Lone Gull</i>
<i>Robert DeBenedictis</i>	<i>Lone Gull</i>
<i>Mary Lentini</i>	<i>Lone Gull</i>

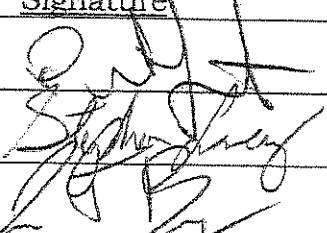
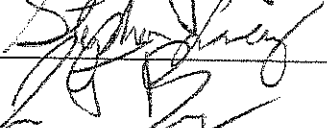
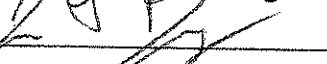
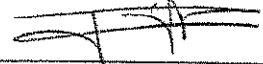
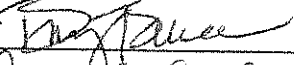
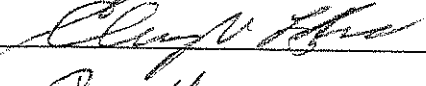
April 19, 2009

CITY CLERK
GLOUCESTER, MA

Dear City Council:

09 APR 23 AM 11:04

We, the undersigned patrons of the businesses on the stretch of Main Street impeded by the relocation of the bus stop for the downtown, request that it be moved up Main Street toward Pleasant Street. This relocation will diminish our patronage of the businesses due to its impairing our ability to visit them.

Signature	Businesses Visited
	Lone Gull
	Bubbles
	Lone Gull
Deanna M. Oudebergen	Lone Gull
Ellen King	Lone Gull
Paul H. Syphers	Lone Gull
Guthy Gault	Lone Gull
Paul Lewan	Lone Gull
	LONE GULL
Carol Nordeen	Lone Gull
Stephen Poliskey	Lone Gull SPoliskey & Sons Roofing
	Lone Gull
Michael Muller	LONE GULL
	Lone Gull & Sovereign
Jon Harkins	Lone Gull
Johnna Lewis	LONE GULL
ROBERT LATTAN	LONE GULL -
Ken Venturigin	Lone Gull -

April 19, 2009

CITY CLERK
GLOUCESTER, MA

Dear City Council:

09 APR 23 AM 11:05

We, the undersigned patrons of the businesses on the stretch of Main Street impeded by the relocation of the bus stop for the downtown, request that it be moved up Main Street toward Pleasant Street. This relocation will diminish our patronage of the businesses due to its impairing our ability to visit them.

Signature	Businesses Visited
Small Harbor	Lone Gull
Frank Benson	Lone Gull
Ray O'Hauglin	Lone Gull
Amy Hendrickson	Lone Gull
James Sanfilippo	Lone Gull
St. A. La (Lanes Appliance)	Lone Gull
Joan DeBenedictis	Lone Gull
Carol Shee	Lone Gull
Janis Amato	Lone Gull
Kathy Scler	Lone Gull
Mz. [Signature]	Michael Larnoff Larchall
Danielle Demetree	Lone Gull
Deely Snegs	Lone Gull
Ernest Morin	ALL of MA, WI, ST
EARL SELIG	Lone Gull
Hilary Harrison	Lone Gull
Linda Bragan	Lone Gull
[Signature]	Lone Gull

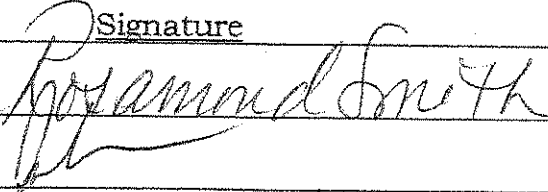
April 19, 2009

CITY CLERK
GLOUCESTER, MA

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09 APR 23 AM 11:05

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Signature	Businesses Visited
	Lone Gull
	Lone Gull & others
Harry Keshel	" "
Ashley Reardon	Lone Gull
James Warren	Lone Gull
Colby Warren	Lone Gull
Hiedi Crosby	Lone Gull
Zack Sore	Lone Gull
Michael Changelis	"
Mass Gull	"
John N. Ben	"
John A. Ben	Lone Gull
Ben Steele	Lone Gull
Gordon Baird	Lone gull
Ambrose D Scott	Lone Gull
Elizabeth Karmelias	" "
John Karmelias	" "
Stephen Smith	" "

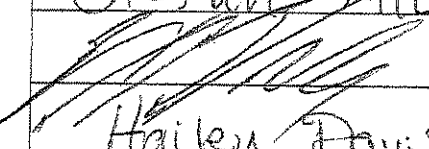
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<u>Signature</u>	<u>Businesses Visited</u>
Cindy Curtis	Lone Gull
Tom Redinger	Lone Gull
Tueller Redinger	Lone Gull
Stacy Redcome	Lone Gull
Stefan Mierz	Lone Gull
	Lone Gull, Sovereign Bank
Hailey Davis	Lone Gull
Leila Davis	Lone Gull
Emily Davis	Lone Gull
Melissa Davis	Lone Gull
Andrea Davis	Lone Gull
Kim Davis	Lone Gull
Daniel Davis	Lone Gull
Susan Davis	Lone Gull
Bob Ritchie	Lone Gull
Ian Blisard Willey	Lone Gull
Julien Zare Willey	Lone Gull
Grace Coramitas	Lone Gull.

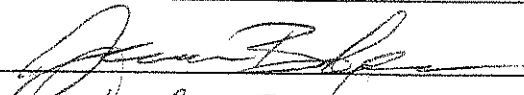
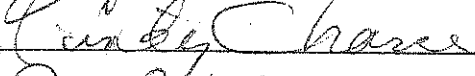
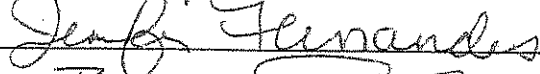

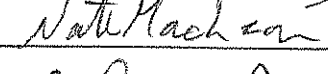

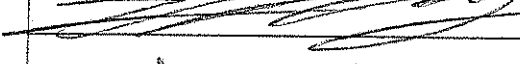



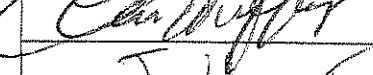
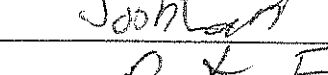
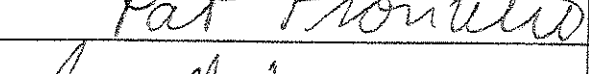

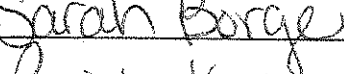
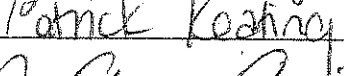
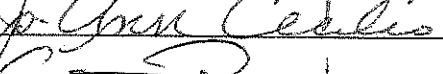
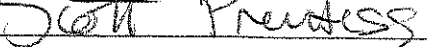
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<u>Signature</u>	<u>Businesses Visited</u>
	Lone Gull
	" "
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull, CVS, Larsons, Comorant shop
	Lone Gull, CVS, Hemoglobin
	Boarding
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull

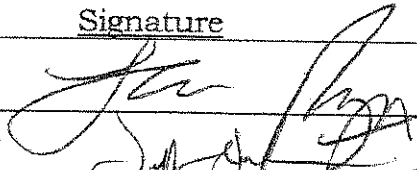
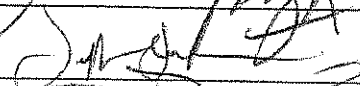
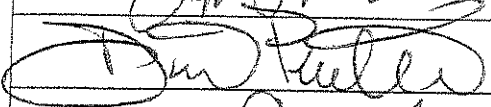
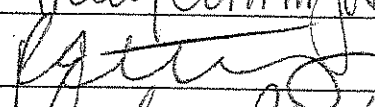


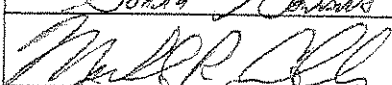

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Signature	Businesses Visited
	Lone Gull
	Lone Gull
	Lone Gull
Tracy Cunningham	Lone Gull
	Lone Gull, Village Silverbreak
Darkine Piscitello	Lone Gull
Isabella Piscitello	
Sally Southwick	Lone Gull
William Fritzer	Lone Gull
Katherine Richmond	Lone Gull
Mattie Kiger	Lone Gull
Colleen Kiger	Lone Gull
Erin Tolan	Lone Gull, Sovereign Bank
	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
Bryce E. Ceb	Lone Gull

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Signature	Businesses Visited
Harold Bell	Lone Gull Coffee
John D. Henry	Lone Gull Coffee
John D. Henry	Lone Gull
John D. Henry	Lone Gull
Susan Morse	Lone Gull
John D. Henry	Lone Gull
John D. Henry	Lone Gull
R. Ballenger	Lone Gull
William Garrow	Lone Gull
Bruce Tobey	
Michelle Harrison	Lone Gull
John D. Henry	Lone Gull
Dan Coughlin	Lone Gull
Marcy Lewis	Lone Gull
Mark O'Leary	Lone Gull
Kim D'Antonio	Lone Gull
Alyssa D'Antonio	Lone Gull
SAAN TUTT	Lone Gull

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<u>Signature</u>	<u>Businesses Visited</u>
Penny Sperry	Lone Gull
Kristen White	Lone Gull
Bill Crosby	Lone Gull
Jacqueline Saputo	Lone Gull
Caroline Minner	Lone Gull
Deane Leavitt	Lone Gull
David R. Wood	
Angela Sperry	Lone Gull
Robert Schaff	Lone Gull
DANIEL V. ROSS	Lone Gull
P. B. Henry	Lone Gull
Robt. A. Veilhan	Lone Gull
John J. Skelton	Lone Gull
Graham Warr	Lone Gull
Fern Hilliard	Lone Gull
Elaine Beau-Richards	Lone Gull
Maryanne Bland	Lone Gull
Katherine Cooney	Lone Gull

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Zach Sears	Lone Gull
Arlene [unclear]	Lone Gull
[unclear] "uncle RJ"	LONE GULL
Doneric J. Sarno	John Sarno L.G.
MAYOR of Springfield	
DONNA HAND	LOAN GULL CVS, etc.
Beverly Young-Gibson	Loan Gull, Val Silvermanth, CVS
[unclear]	LOAN GULL, SEASONS, FRANKLIN, CVS,
Austin [unclear]	" "
Amey Rich	Lone Gull
Garry Lolacaro	Lone Gull
Myra F. Lolacaro	Lone Gull
Robert M. Beard	104 Bass Ave.
Charles [unclear]	LONE GULL
Lisa Carrigan	Lone Gull
[unclear]	Lone Gull
[unclear]	Lone Gull
[unclear]	Lone Gull


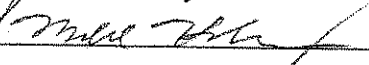


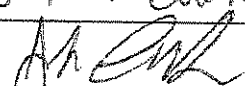
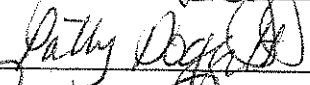
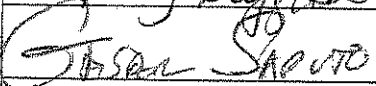
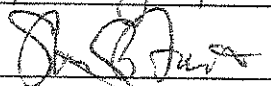
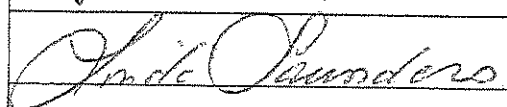
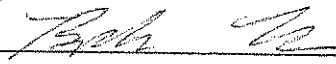
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	Lone Gull
	Lone Gull
	Lone Gull
	Lone Gull
Vicki J Von Ness	Lone Gull
JAMES BURNENDON	Lone Gull
	Lone Gull
Gerry Carrel	L.G.
Laura McCollum	Lone Gull
Laura Higgins	Lone Gull
	Lone Gull
	Lone Gull
Kelly Francis	Lone Gull
	Lone Gull
M. McGrath	Lone Gull
Wade G. Ames	Lone Gull
	Lone Gull
	Lone Gull

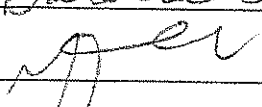
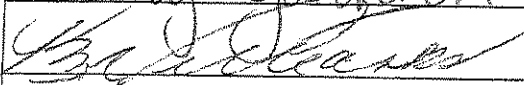
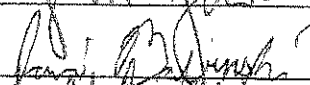
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Barbara L. Gavin	Lone Gull.
	Lone Gull
Adenor Fernandes	Lone gull
Estee H. Fernandes	Lone gull
Rita Respondek	Lone gull
Stacy Bolcome	Lone Gull
Amy Johnson	Lone Gull
	Lone Gull
Michelle Brooks	Lone Gull
Jesse Anthony	Lone Gull
Joe Santoro	"
Joe E. Hicks (Hicks)	"
Joe Mueller	Lone Gull
Deverag Ehrenberg	"
Joe [unclear]	
Jim [unclear]	
	
Chad [unclear]	Lone Gull

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<i>Matt Earle</i>	<i>Lone Gull</i>
<i>Mr. R</i>	<i>Lone Gull</i>
<i>Richard W. Ross</i>	<i>Lone Gull</i>
<i>David T. W. W.</i>	<i>Lone Gull</i>
<i>John Carigan</i>	<i>Lone Gull</i>
<i>G. H. W.</i>	<i>Lone Gull</i>
<i>Sally Baker</i>	<i>Lone Gull</i>
<i>Judy DeBorja</i>	<i>"</i>
<i>Jonathan W. W.</i>	<i>Lone Gull</i>
<i>Steven MacLure</i>	<i>Lone Gull</i>
<i>Shelley Lopes</i>	<i>Lone Gull</i>
<i>Robert W. W.</i>	<i>Lone Gull</i>
<i>W. W.</i>	<i>Lone Gull</i>
<i>Linda W. W.</i>	<i>Lone Gull</i>
<i>Pat W.</i>	
<i>Katherine P. W.</i>	<i>Lone Gull</i>
<i>Loren W.</i>	<i>Lone Gull</i>
<i>Chris W.</i>	<i>Lone Gull</i>

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Chris Dwyer	LONE GULL
Michael Sheehan	LONE GULL / DOG-TOWN BOOKS
Peter Abey	"
Quentin White	" "
Thomas	" "
Chris Smith	" "
Goldy	" "
Dawn Hitchen	" "
Jerry MacGee	Lone Gull
P. J. Cape	" "
Robert Boone	LONE GULL
Patricia Carroll	Lone Gull - Glou.
Lane E. Lawler	Wegmans
Alexis Kogoury	Lone Gull
Joe Sisson	Lone Gull
Sheila Wilson	Sheila Wilson (Lone Gull)
Fiona Doring	Lone Gull
Pamela Shaw	Lone gull



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



RECEIVED

APR 15 2009

Mayor's Office

April 15, 2009

The Honorable Carolyn Kirk
Mayor, City of Gloucester
9 Dale Ave.
Gloucester, MA 01930

Dear Mayor Kirk,

I am writing you to propose that we update the Ambulance Billing and Collection Policy for the City of Gloucester Fire Department Ambulance Service in preparation for the FY 2010 Budget.

The first of these updates is to address the ambulance billing fee schedule. Our current fees are one year old and are set at **Medicare + 50%**. I am recommending that we increase our fees to the current **Medicare + 80%**. This increase is slightly greater than in the past, and based on Calendar Year 2008 run volume, will generate an increase in revenue of around **\$174,000.00**.

Last year I recommended that we implement a three part plan to reduce and manage our outstanding uncollected billing balance. All three recommendations have been implemented. The City of Gloucester Fire Department Ambulance Service currently carries an outstanding collections balance of around \$400,818.06. This dates back to 2007, and currently contains approximately 37% uncollectible debt.

As stated above, the current amount of outstanding and uncollected bills is \$400,818.06. 37% of this, \$150,699.15, is over 180 days old. Our billing company, Comstar Inc., sends us monthly reports including a cumulative request for write-off, which recommends specific outstanding bills that, based on individually stipulated reasons, should be written off. Of these bills, the ones that are over 180 days old date from 09/27/07 to 09/20/08, totaling \$150,699.15. The total length of this document is currently 26 pages.

- My first recommendation is to write off, as uncollectible, the \$150,699.15 as advised by Comstar, bringing the total outstanding debt owed to the City to \$250,118.91.
- My second recommendation, to exercise our policy of sending outstanding bills to a collections agency, has not actually been exercised. Our current billing policy provides for sending bills to the contracted collections agency after 4 bills have been sent over a 120 day period. Although this measure will in fact bring us less than 1% return on our outstanding balance, it will satisfy our due diligence to the citizens of Gloucester with regard to money owed the city.



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
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- My third and last recommendation was that the Fire Chief and the EMS Coordinator annually review the list of uncollected bills and determine which and how many should be written off. This year's review has occurred with the proposed new rates, write-offs, and other changes to the billing policy indicated above.

Our current recovery rate is between 80% and 90%, with the rest going uncollected. Having paid close attention to this for the past four years, it is my opinion that while this is still an acceptable recovery rate, we should be able to do better. In the coming year I will be pursuing avenues of improving this percentage.

Our financial hardship policy works well, utilizing a write-off procedure and will require a simple updating of the write-off levels. We use an accepted formula of two times the federal poverty level as defined by the Federal Government Department of Health and Human Services.

I recommend that this proposal be placed in the Mayor's Report to the City Council for their review and approval. In addition to recording the date of Council acceptance, a certified copy of the vote by the Council will be attached to the approved ambulance billing and collection policy.

Sincerely,

Sander R. Schultz

EMS Coordinator

Cc: Fire Chief Phil Dench



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
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978-281-9760



Attachments

Document One:

Draft update of the City of Gloucester Fire Department Ambulance Service Billing and Collection Policy

List of Attachments:

1. Current City of Gloucester Fire Department Ambulance Service Request for Write-Off Summary Report.
2. Current Cumulative Request for Write-Off from Comstar Inc., Pages 1 and 26.



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



Effective June 01, 2009

**CITY OF GLOUCESTER
FIRE DEPARTMENT
AMBULANCE SERVICE
BILLING AND COLLECTION POLICY**

1. The City of Gloucester Fire Department Rescue Squads, d/b/a the City of Gloucester Fire Department Ambulance Service, charges all transported patients or responsible parties the same rate for ambulance services. The current rate structure is:

**GLOUCESTER FIRE DEPARTMENT AMBULANCE SERVICE
June, 2009**

BLS Non-Emergency	\$437.60
BLS Emergency	\$700.16
ALS Non-Emergency	\$525.11
ALS 1 -Emergency	\$831.44
ALS 2	\$1203.39
SCT Special Care Transport	\$1,422.20
Oxygen	\$98.81
Airways	\$240.00
MAST	\$141.16
IV Therapy / IV Drugs	\$211.72
Cardiac Monitoring	\$296.47
Defibrillation	\$211.72
BLS Mileage	
ALS Mileage	
Single Mileage Rate	\$26.78
Extra EMT	\$360.00

2. The City of Gloucester policy is to bill all transported patients, or their responsible parties, regardless of whether they have third party coverage, with the following exceptions.
 - A. Obviously deceased persons with no emergency care intervention/transportation.
 - B. City employees injured in the course of his or her employment.
 - C. City employees retired on a job-related disability.
3. The City of Gloucester, through a contracted billing service, will bill the ambulance patient or responsible party shortly after services have been rendered.
4. When valid third party insurance information is available, our billing service will bill the insurance company directly.



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



5. When insurance information is not accessible or is incomplete, an initial monthly statement (Bill), detailing charges, requesting insurance information for third party billing as well as seeking write-off or payment plan proposals, will be sent to the ambulance patient or responsible third party (Attachment 2 – Front and Back). When no response is received to the first bill, 2 additional bills shall be sent at 30 day intervals. The second and third bills shall contain a dunning notice as authorized by the City. Then a fourth bill (Attachment 7) shall be sent in letter form as approved by the City. This Fourth bill shall be a respectful demand for payment with a warning of referral of the bill to a collection agency. This fourth bill, letter, and mailing envelope shall be sent to the Fire Chief for a personal signature to be added.
6. All outstanding bills shall be transferred to a collection agency identified by the City (Attachment 3), 30 days after the fourth bill/letter is sent. The billing service shall cooperate with the collection agency in pursuing collections up to and including small claims actions in District Court.
7. If, after reasonable and customary attempts to collect a bill, the debt remains unpaid 30 days after the fourth bill is mailed to the patient or responsible party, the debt will be:
 - A. Written-off if the balance is \$50.00 or less.
 - B. Turned over to a collections agent when the bill exceeds \$50.00.
8. Collection efforts will include direct patient contact in person or via telephone, attempts at mail contact if direct contact is not successful, and filing of small claims court actions. Only licensed collection agencies will be employed. The collection agency will be instructed to follow strict guidelines including but not limited to:
 - A. Bills to deceased patients will be written off upon receipt of a copy of the death certificate from their family or estate.
 - B. Write-off patients who complete a write-off application and provide income records for the past two years, in the form of copies of Federal Tax Forms (i.e. W-2, or 1040) filings or a written statement signed by a verifiable employer or employers certifying income paid for the past two years.
 - C. Filing of small claims actions in District Court with acceptance of any payment plan imposed, and enforced by, the court.
 - D. No contacts with patients after hours allowed by collection laws/regulations.
9. The City of Gloucester may establish that the patient or responsible party is either indigent or medically indigent. The City of Gloucester will apply its customary methods for determining the indigence of patients or responsible parties under the following guidelines:
 - A. The City of Gloucester has adopted income guidelines which are 2 times the Federal Poverty Level (Attachment 1, Schedule A). These income levels will be compared to the family income reported by persons seeking write-off so as to determine write-off eligibility. Those persons with family incomes below the Schedule A levels will be written-off.
 - B. The patients indigence will be determined by the City of Gloucester not the patient (i.e., a user-originated statement of his/her inability to pay). A City of Gloucester Financial Information form, supplied by the City and completed by the person seeking to establish a payment schedule, or to have the bill written-off, will be used to detail income levels (see Attachment 4). The City Fire Chief, or his designee, reserves the right to require verification of the income reported on the Financial Information form, by production of Federal Tax Forms (i.e. W-2 or 1040), pay stubs, written employer statements, etc., prior to authorizing write-off. The Fire Chief or his designee shall approve write-off of all ambulance bills.
 - C. The City of Gloucester collection effort will include the use of a collection agency in addition to or in lieu of subsequent billing, follow-up letters, telephone contact or personal contacts. If a collection agency is used, the City of Gloucester will refer all uncollected patient charges of like amount to the agency without regard to patient class (i.e., first or third party bill).



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



10. The Fire Chief and EMS Coordinator are directed to increase rates annually to coincide with the Medicare National + 50% standardized rate structure.
11. The Gloucester Fire Department Ambulance Service respects the privacy of patient information. The City's privacy policy, as required by the Health Insurance Portability and Accountability Act (HIPAA) is provided as Attachment 5.
12. The Fire Chief and EMS Coordinator shall prepare for submission every year concurrently with the submission of this policy a recommendation for the write-off of uncollectible outstanding bills.

SIGNED: _____

TITLE: Mayor

DATE: _____

4/28/09

APPROVED BY CITY COUNCIL: _____

COMPANY OR SERVICE:

Gloucester Fire Department Ambulance Service
8 School Street
Gloucester, MA 01930



CITY OF GLOUCESTER FIRE DEPARTMENT
8 SCHOOL ST.
GLOUCESTER, MA 01930
978-281-9760



Effective June 01, 2009

**CITY OF GLOUCESTER
FIRE DEPARTMENT
AMBULANCE SERVICE
INCOME ELIGIBILITY FOR BILL WRITE-OFF**

SCHEDULE A

The following income guidelines represent double the current Federal Poverty Level Guidelines and are similar to those used by federal and local health care agencies in establishing benefit eligibility or medical care write-off eligibility.

<u>FAMILY SIZE</u>	<u>INCOME</u>
1	\$ 21,660.
2	\$ 29,140.
3	\$ 36,620.
4	\$ 44,100.
5	\$ 51,580.
6	\$ 59,060.
7	\$ 83,220.
8	\$ 92,580.

Add \$3,740 to the income for each additional family member beyond eight.

Request for Write-Off Summary - CITY OF GLOUCESTER

Company IS CITY OF GLOUCESTER; AND Trip Date IS BETWEEN 09/28/2007 AND 09/20/2008; AND Status IS Billed OR Complete OR Not Billed OR On Hold OR Verified; AND Schedule IS WRITE-OFF REQUEST

Write-Off Reason	Count	Amount
ALL STEPS EXHAUSTED-MGT	3	1,225.33
BAD ADDRESS/NO PHONE	31	24,694.35
BANKRUPTCY - PATIENT	1	700.00
DECEASED	7	2,275.42
HARDSHIP REQUEST	3	760.52
HOMELESS / INDIGENT NO ADDRESS	18	14,028.51
INCORR/INSUFF INFO FROM CLIENT	4	4,106.10
LATE RESP FROM WELFARE PT-MGT	2	522.70
NO RESP TO COLLECTION LETTER	115	97,136.78
NO RESPONSE FROM PATIENT	6	4,589.36
OUT OF STATE WELFARE	1	660.08

TOTAL 170

GRAND TOTAL \$ 150,699.15



5/11

CITY OF GLOUCESTER 2009 CITY COUNCIL ORDER

ORDER: #CC2009-016
COUNCILLOR: Bruce Tobey

DATE RECEIVED BY COUNCIL: 03/10/09
REFERRED TO: O&A
FOR COUNCIL VOTE:

Ordered, that the Ordinances and Administration Committee work collaboratively with the Committee for the Arts ["CTA"] to develop an ordinance that will govern the selection of future Poet Laureates and the making of other City arts decisions by delegating those selections to work groups created by COTA on a case-by-case basis, with said work groups including a City Council representative as well as a defined cross-section of community-based arts interests.

City Hall
Nine Dale Ave
Gloucester, MA 01930




TEL 978-281-9700
FAX 978-281-9738
ckirk@ci.gloucester.ma.us

CITY OF GLOUCESTER
OFFICE OF THE MAYOR

Memorandum

To: City Council President Tobey and Members of the Gloucester City Council

From: Jim Duggan, Chief Administrative Officer 

Date: May 1, 2009

Re: **Fee Compendium**

Attached for your review are proposed new fees and amendments to existing fees from the Health Department, City Clerk, and Department of Public Works.

When applicable, the departments compared their fees against Rockport, Danvers, Salem, Beverly and Newburyport and made suggested changes to individual fees the department manager believes are appropriate.

Please refer the matter to the Ordinance and Administration. Necessary department personnel will be available throughout the process to answer any questions.

Health Department Fee Comparison Chart

Type	Existing	Rockport	Danvers	Beverly	Salem	Newburyport	Proposed
Body Art - Establishment	150		170/125	350/250	315	100/150+	200
Catering	60			125	25	100	100
Disposal Works Installers	100	150	150	75		10	125
Food Service - Establishment	150	200	100+	100+	140-420	5-550	200
Food Service Retail	100	200	100+	100-300+	70-420	100	125
Food Service Grocery Store (new)	-						300
Frozen Desert	60			125	25	10	75
Tanning	50	50	50	100/150	140	100	100
Funeral Directors	50	50	100	75		25	75
Food Service Mobile w/o PHF	60	100				100	100
Temporary Food Service w/PHF	120	50-200		75-100+	300-600	25	150
Temporary Food Service w/o PHF	60	50-200		75-100+		25	75

City Clerk Fee Comparison Chart

Type	Existing	Rockport	Danvers	Beverly	Salem	Newburyport	Proposed
Carnival	N/A	N/A	N/A	N/A	N/A	N/A	
Underground Storage	45.00	5.00	150-500+	50-500	50-500 & Advertising	50-300	100.00
Taxi & Private Livery	30.00	20.00	100+50 per cab	30.00	50.00 /cab	225.00	50.00
Class I, II, III	100.00	200.00	100.00	100.00	100.00	50.00	150.00
Junk Dealer	50.00	20.00	50.00	100.00	100.00	N/A	100.00
2nd Hand Articles	50.00	50.00	50.00	100.00	N/A	N/A	100.00
Misc. Permits/Licenses	20.00+	N/A	N/A	N/A	N/A	N/A	50.00
Hawkers & Peddlers	54.00	25.00	50.00	100/year, 25/21day, 5/day	62.50	N/A	100.00
Marriage Intention	24.00	20.00	20.00	25.00	20.00	25.00	40.00
Antique Dealer	50.00	50.00	50.00	100.00	100.00	N/A	100.00
St. Peter's Fiesta- fee depends on amusements		N/A	N/A	N/A	N/A	N/A	
Horribles Parade	None	None	N/A	N/A	N/A	N/A	N/A
Labor Day Fireworks	None	N/A	N/A	N/A	N/A	N/A	N/A
First Night	None	None	N/A	N/A	N/A	N/A	N/A
Business Certificate	60.00	20.00	30.00	25.00	10.00	30.00	100.00
Bus. Cert Amnd/Dis	5.00	None	10.00	10.00	5.00	N/A	10.00
Notary	1.00	Not Offered	N/C Res. only	2.00	5.00	N/C	2.00
True Copy Attest (each copy)	2.00	None	4.00	5.00	2.00	N/C	5.00
Outdoor Parking Permit		N/A	N/A	N/A	N/A	N/A	
\$100.00 plus \$10 per auto							
Data Processing	15.00	N/A	N/A	25.00	25.00	10.00	25.00
Short Form Vital	3.00	2.00	N/A	N/A	N/A	N/A	5.00
Street Listing Books	15.00	10.00	20.00	25.00	25.00	15.00	25.00
Resident Claim	40.00	N/A	5.00 Bait only	2.00/year seaworm	10.00/year seaworm	N/A	50.00
Non Res. Claim - year	175.00	N/A	N/A	N/A	N/A	N/A	200.00
Comm. Claim Over 70	No Charge	N/A	N/A	N/A	N/A	N/A	200.00
**Note 70 and over obtain free clamming permits							

DPW FEE SCHEDULE

Existing Proposed

SOLID WASTE			
Residential Rubbish	Trash bag	\$2.00	
	Bulky item sticker	\$5.00	
	Appliance/CRT sticker	\$25.00	
	New recycling bin	\$5.00	
CEMETERY			
Sale of lots	Full Grave	\$500.00	
	Cremation grave	\$250.00	
WATER			
Readings	Final reading	\$35.00	
	Service turn on/off (new service)	\$50.00	\$75.00
	(seasonal service)		\$50.00
	(routine plumbing)		\$50.00
Meters (includes bracket and RF)	5/8 inch	\$225.00	\$356.00
	3/4 inch	\$275.00	\$416.00
	1 inch	\$350.00	\$500.00
	1.5 inch	\$400.00	\$560.00
	2 inch	\$600.00	\$770.00
	replace RF		\$225.00
	test meter - fee only applies if meter works properly		\$100.00
	seasonal activation of meter/RF		\$100.00
Water Taps	1 inch	\$250.00	\$600.00
	1.5 inch	\$350.00	\$750.00
	2 inch	\$450.00	\$850.00
	4 inch	\$600.00	\$4,500.00
Entry Fee <i>these charges do not reflect any additional fees</i>	6 inch	\$750.00	\$6,000.00
	8 inch	\$1,000.00	\$9,000.00
	>8 inches		\$10,000.00
Fire Service Connection <i>(does cover tap)</i>	< 1.25 inch		\$100.00
	>1.25 inch to 2 inch		\$1,000.00
	>2 inch to 4 inch		\$3,000.00
	>4 inch to 6 inch		\$4,500.00
	>6 inch		\$6,000.00
Backflow Device	Test	\$45.00	
Residential			\$45.00
Commercial			\$100.00
	Retest of device		\$30.00
Hydrant Flow Test	per test		\$250.00
Metered Hydrant	per day plus water usage		\$50.00
MISCELLANEOUS			
Sidewalk Obstruction		\$75.00	
	per week of obstruction		\$75.00
SEWER			
Septage (Gloucester only)	per 1000 gallons	\$80.00	

Holding tank waste	Gloucester only	\$12.09	
Recreational vehicles	Residential & Tourist	\$5.00	
ENGINEERING			
Sewer Connection	Residential	\$100.00	
	Commercial/industrial	\$200.00	
Sewer Extensions (Main line sewer)	Plan review-per linear foot	\$1.00	
	Inspection-per linear foot	\$2.00	
Drainage & Grading	Residential additions	\$100.00	
	Residential/new construction	\$200.00	
	Commercial additions	\$200.00	
	Commercial/new	\$400.00	
Road Opening	Application - each	\$200.00	
	Inspection - each	\$300.00	
Drain Layer	Application	\$100.00	
Copy Costs	8.5 x 11	\$0.25	
	8.5 x 14	\$0.35	
	11 x 17	\$0.75	
	24 x 36	\$3.00	
PUBLIC PROPERTY			
Beach Stickers	Residential sticker	\$20.00	
	Resident Armed Forces Service member	\$20.00	
	Non-domiciled Resident Senior Citizen sticker (65+)	n/c	
	Non-domiciled Resident (property owner) sticker	\$50.00	
	Non-domiciled Resident (+60 day renter) sticker	\$50.00	
	Non-resident sticker - Essex and Rockport	\$100.00	
	Non-resident sticker - (200)	\$250.00	
	Re-issue fee	\$5.00	
Parking Rates	Passenger car, station wagon, mini van		
GHB & WING	Weekdays 8:00AM - 3:00PM	\$20.00	
GHB & WING	Weekdays 3:00PM - 5:00PM	\$10.00	
GHB & WING	Weekends/holidays 8:00AM - 3:00PM	\$25.00	
GHB & WING	Weekends/holidays 3:00PM - 5:00PM	\$15.00	
GHB & WING	Motorcycle	\$5.00	
GHB & WING	Van (+7 seats) weekdays only Wingaersheek	\$15.00	\$25.00
GHB & WING	Bus (+12 seats) weekdays only Wingaersheek	\$20.00	\$30.00
GHB & WING	Bus (+25 seats) weekdays only Wingaersheek	\$25.00	\$35.00
Stage Fort Park	Weekdays	\$10.00	
Stage Fort Park	Weekends	\$15.00	
Stage Fort Park	Van (+7 seats) weekdays only	\$15.00	
Stage Fort Park	Bus (+12 seats) weekdays only	\$20.00	
Stage Fort Park	Bus (+25 seats) weekdays only	\$25.00	
Guest Voucher Discounts	Stage Fort Park (off the daily parking rate)	\$5.00	
	GHB & Wingaersheek Beach (off daily parking rate)	\$10.00	
Beach & Park Rentals	Wingaersheek group use (Schools/YMCA's/Camps/etc)	\$25.00	
	Stage Fort Park group use (Schools/YMCA's/Camps/etc)	\$25.00	
	Stage Fort Park group use - non catered	\$50.00	
	Stage Fort Park group use - catered	\$200.00	
	Stage Fort Park - Bandstand / Gazebo Wedding	\$100.00	

Building Usage	Stage Fort Park - Rose garden Wedding	\$100.00	
	Beach Wedding	\$100.00	
	SFP/Beach off season commercial usage	\$300.00	\$250.00
	SFP/Beach in season commercial usage	\$500.00	\$400.00
	Permit fee	\$100.00	
	Custodial coverage per hour (min. 4 hours)	\$40.00	

City of Gloucester

Job Description

Title: City Clerk

Supervisor: City Council

Grade: M8

Civil Service: N/A

Union: Exempt

Supervision Exercised: Provides supervision to Assistant City Clerk and clerical staff of the City Clerks Office.

Responsibilities: Plans, organizes, and directs specialized clerical operations of the City Clerk's, Elections, and City Council Departments. Maintains all official records of the City; conducts all elections; serves as Clerk to the City Council; participates in all activities prescribed by State Law and City ordinances.

- Duties:**
- * Serves as custodian of City records; supervises the recording and reporting of vital statistics, including births, deaths, marriages, ordinances, planning and zoning board decisions, personal property mortgages, tax liens, bills of sale and other documents. Certifies copies of records; provides reports of activities to various State, Federal, and City agencies.
 - * Supervises the issuing of permits and licenses in accordance with State laws and City ordinances, e.g. hunting, fishing, dog, shellfish, amusements, raffles, etc. Collects and records fees; maintains records..
 - * Serves as the Chief Election Official of the City; as Clerk to the Board of Registrars of Voters, officiates at all elections and assists in the tabulation of votes; prepares reports on election returns. Oversees voter registration, prepares ballots, supervises election officials and workers, administers campaign finance laws, certifies nomination papers and initiative petitions, accepts candidate petitions and interprets election laws. Prepares election records and reports all official election results to the Secretary of State.
 - * As Clerk to the City Council, attends all meetings, serves as parliamentarian; supervises the recording of minutes of meetings, the preparation of materials for council meetings, and the notification of parties of actions taken at meetings. May oversee other city-related special events and functions.
 - * Serves as overseer of Open Meeting Law, may conduct classes and responds to queries regarding the state ethics and conflict of interest laws.

- * Administers oath of office to elected and appointed City Officials; attests all official documents of the City with the City Seal; informs all elected and appointed officials in writing of the State's open meeting, conflict of interest, ethics laws and codes.
- * Conducts the annual City Census; prepares street list of residents, school list, and furnishes the jury list to the offices of the Jury Commissioner. May prepare redistricting plan(s) as required by law.
- * Serves as voting member of the Gloucester Licensing Commission and regulates vending, taxi's, junk dealers, etc. doing business within the City.
- * Provides access to public records, including the provision of certified copies of vital records, minutes of public meetings, ordinances, etc. May assist with genealogical research for members of the public. Responsible for the maintenance, disposition, and preservation of municipal archival records and materials.
- * Prepares annual budget for City Clerk, City Council and Elections Departments and supervises maintenance of department accounting records. Prepares annual report to the Mayor and Council.
- * Exercises direct supervision over Assistant City Clerk and several clerical personnel; assigns work, evaluates performance and provides training and technical guidance as necessary.
- * Maintains effective communications with all City Departments, the Mayor, City Council, and the public regarding questions of law, procedures and information related to City records.

Qualifications:

- * Bachelor's degree, plus four years management experience in related field OR equivalent, combination (8 years) to be professionally qualified by virtue of education, training and experience.
- * A minimum of two years supervisory experience.
- * Knowledge of management and accounting principles.
- * Considerable knowledge of state and local laws governing elections, licensing, vital statistics and related laws governing operations of City Clerk's office.
- * Good knowledge of parliamentary procedures.
- * Considerable knowledge of City organization.
- * Considerable knowledge of office practices and procedures, particularly records maintenance.
- * Ability to interpret and follow detailed legislative procedures.
- * Ability to make accurate arithmetic calculations.
- * Ability to speak and write effectively.
- * Ability to maintain records and prepare reports.
- * Ability to establish and maintain effective working relationships with the public, employees, City Council and other departments as well as State and Federal officials.